



**ST. VRAIN VALLEY SCHOOLS**  
*academic excellence by design*

**Department of Human Resources**

395 South Pratt Parkway, Longmont, Colorado 80501  
303-682-7367

**To: SVVSD Administrators & Supervisors**

**From: Ella Padilla, Assistant Superintendent of Human Resources**

**Date: April 20, 2016**

**Re: 2016-17 Work Calendars – Holidays & Non-work Days**

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The 2016-17 approved work calendars are available on the SVVSD website for use in planning for the upcoming school year. On the website select “Employees” > “Human Resources”, then from the menu on the left select “Employee Calendars”. Please review the appropriate calendar(s) and share with staff members in your building or department accordingly.

Listed below are the 2016-17 contract year scheduled holidays and other non-work days for 12-month (248 Day) employees.

July 4, 2016	Independence Day
September 5, 2016	Labor Day
November 24 & 25, 2016	Thanksgiving Break
December 23 & 26, 2016	Christmas Eve & Christmas Day
December 30, 2016	New Year’s Eve
January 16, 2017	Martin Luther King, Jr. Day
February 20, 2017	President’s Day
March, 29, 30 & 31, 2017	Spring Break
May 29, 2017	Memorial Day

Generally, all district administrative offices and departments will close on the following days during the winter break – December 19<sup>th</sup> through December 30<sup>th</sup>. Twelve month (248 Day) employees who take December 19-22 and 27-29 off must use appropriate leave for these seven (7) days as approved by their immediate supervisor. Individual administrators and supervisors should submit modified schedule requests to the Assistant Superintendent of Human Resources by December 1, 2016 for review and approval. Final approval will be determined by December 9, 2016. Please contact Human Resources should you have questions or need additional information.